SUPPORT DIRECTORATE

INFORMATION PROCESSING PROJECTIONS

FY 1971 - FY 1975

INTRODUCTION

We have attempted to assemble in this document a reasonable and composite picture of information processing projects and plans in the Support Directorate, but it would be misleading to represent this document as a comprehensive and complete presentation. Information processing in the Support Directorate is varied and complex. It ranges from conventional processing associated with the management of men, money, and material through printing composition to complicated applications in pattern recognition and communications engineering.

It is difficult to assemble a complete inventory, because most of the original on-going applications are not documented as systems. Existing documentation relates more to computer programs than to information processing systems. Thus in most cases, the identification of applications obtained from the customer Support Office does not correspond with or even appear to relate directly to the applications as identified by the Office of Computer Services. Most of the on-going applications will be replaced by the implementation of SIPS.

This document attempts to identify current applications outside the narrow concept of SIPS which will continue to function in their own context and for which future plans have been identified. It summarizes the plans and interests in information processing identified by the Support Offices in their programs for the FY 71-75 planning period. It includes some applications which have been implemented as

initial increments of SIPS such as the CIA Retirement and Disability

system (CIARDS) and the non-staff personnel accounting system (PERCON).

It includes other applications that are under development as a part

of SIPS and planned for incremental implementation such as the Spe-

cial Clearance system (SPECLE). It is not, however, a comprehensive

summary of all of the SIPS subsystems.

Separate reports are being developed to show gross estimates of

man hours and machine hours being devoted by the Office of Computer

Services to the support of information processing requirements in the

Support Directorate.

25X1A

Chief, Support Services Staff, DDS

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OFFICE OF COMMUNICATIONS

Application Name

MAX Message Automatic Exchange

User

Office of Communications

Objective

Automation of the relay facilities in the CIA World-wide On Line
Communications System to improve the speed, reliability, and effi-
ciency of message handling at large relay stations in the CIA message
network, to increase the volume handling capacity, and to substitute
electronic means for manual methods as a way to control manpower
requirements.

Description

MAX systems are an amalgamation of communications and computer hard-
ware operating together under programmed control. Each has self-
contained 100% duality for maximum reliability, and each is operated
on line in real time. The software package is written to OC specifi-
cations and incorporated into the system by the manufacturer, █████

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█████ Each system costs about $2.5 million and has an 8-10 year   25X1A
life.

Benefits

Stated under Objectives above.

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Processor

Office of Communications

Status

MAX I is operational. MAX II and MAX III will become operational in FY-1970. Activation plans for MAX IV are indefinite.

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Future Plans

It is planned to replace MAX I at ███████ in FY-1973. There are no further expansion plans beyond MAX IV at this time and the MAX IV status is indefinite.

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25X1D

Next 3 Page(s) In Document Exempt

Application Name

AUTEMP   Automatic TEMPEST Testing System

User

Office of Communications

Objective

This system is to be used in an automated TEMPEST measurement sys-
tem in support of the COMSEC/EMSEC program with the objective being
to substantially reduce the time required to perform in-house
TEMPEST tests.

Description

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Benefit

At the rate the TEMPEST test workload is increasing, just to keep
up with the normal communications equipment tests is becoming a
severe problem. The benefit derived from this system will be a
reduction of man-hours required to evaluate the technical security
of communications equipment.

Processor

Office of Communications

Status

The system is on order with delivery of all subunits expected by
March 1970.

Future Plans

With the recent addition of the responsibility for TEMPEST testing
of ADP and office machine equipments, this system is planned so
that, when funds become available, it can be expanded to handle
these requirements in addition to current requirements.

25X1C

Next 3 Page(s) In Document Exempt

Application Name

ACT Automated Communications Terminal

User

Office of Communications and the Cable Secretariat

Objective

Replace manual processing, reproduction, and distribution methods in the Washington Signal Center and Cable Secretariat with an automatic system which will produce the benefits indicated below.

Description

As a minimum, the system will consist of a computer, I/O devices, program storage, message and log storage, and control hardware. The CPU will be used for automatic message segregation, security protection, accountability, queueing, message assembly, buffering, and logging. CRT's will be used for message edit, display, annotation, and distribution assignment. A line printer will produce hard copy as required.

Benefits

1. Expedite delivery of narrative messages to consumers.
2. Reduce human interface required in message accounting, indexing annotating, and distribution.
3. Improve the process of outgoing message conversion to machine language for transmission via communications circuit.
4. Reduce need for paper copy at various terminals.

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5. Provide high speed random access bulk storage and message re-
trieval capability.

6. Electrical delivery between terminals and users.
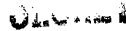
Processor

Office of Communications

Current Status

Developmental

Future Plans

Continue development towards target installation date in FY-1973
or earlier if possible.

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Application Name

CRYPACC   Crypto Accounting

User

Office of Communications

Objective

Provide control of cryptographic material within the Agency.

Description

The Cryptographic Accounting System involves the use of transfer reports, destruction reports and inventory reports. Crypto items are identified and recorded through punch cards. These cards are maintained in a holder account file, item account and stock account. The cards are used to compile various reports including transfer reports, monthly stock reports, semi-annual and custodial change inventory reports.

Benefit

This application provides the capability for maintaining a world-wide inventory of cryptographic material at relatively little cost.

Current Status

In 1968, a request was submitted to convert to computer operations. This was not approved on the basis that the present EAM system was not fully utilized and the computer requirement was considered marginal. Since then, a number of procedural changes have been made for the more efficient use of EAM equipment.

Future Plans

At present, the crypto accounting data processing application is being considered as part of SIPS. Other COMSEC data processing applications are also being considered concurrently, such as radiation data for communications equipment, Agency information processing equipment, and comcenter security information. No conclusions have yet been reached as to whether SIPS or alternative means will fulfill the data processing applications of all COMSEC data.

Application Name

CATRAN Cable Traffic Analysis Report

User

Office of Communications

Objective

Daily review of current communications traffic loads and patterns
for each station listed. Confirms specific circuit load totals
and indications of unusual increases/decreases in traffic.

Description

CATRAN is a monthly run containing traffic and transmission volumes
for each station. It reflects the number of messages sent and re-
ceived for the station and for each other Agency customer served
by the communications center. It also identifies the transmission
mode (on line or off line). Each run contains a total of six
months volumes for each station listed. A six month average total
is included semi-annually.

Benefits

Provides information useful in consideration of staffing patterns
and in plans to upgrade or replace communications equipment con-
figurations.

'Status

Operational

Processor

OCS

Future Plans

CATRAN will be required indefinitely.

OC presently has three special purpose computer systems which are programmed and operated by Communications personnel:

1. A CDC 8090 was installed in 1965 to supplement work in performing routine diagnostic/statistical tests. Programs also cover phases of analytical work which could not be done manually. Continuing use of this computer has enabled the Special Programs Staff to provide quick response to problems encountered in the field. Though the CDC 8090 could be used for some years into the future, OC has explored IBM 360 time sharing possibilities with OCS.

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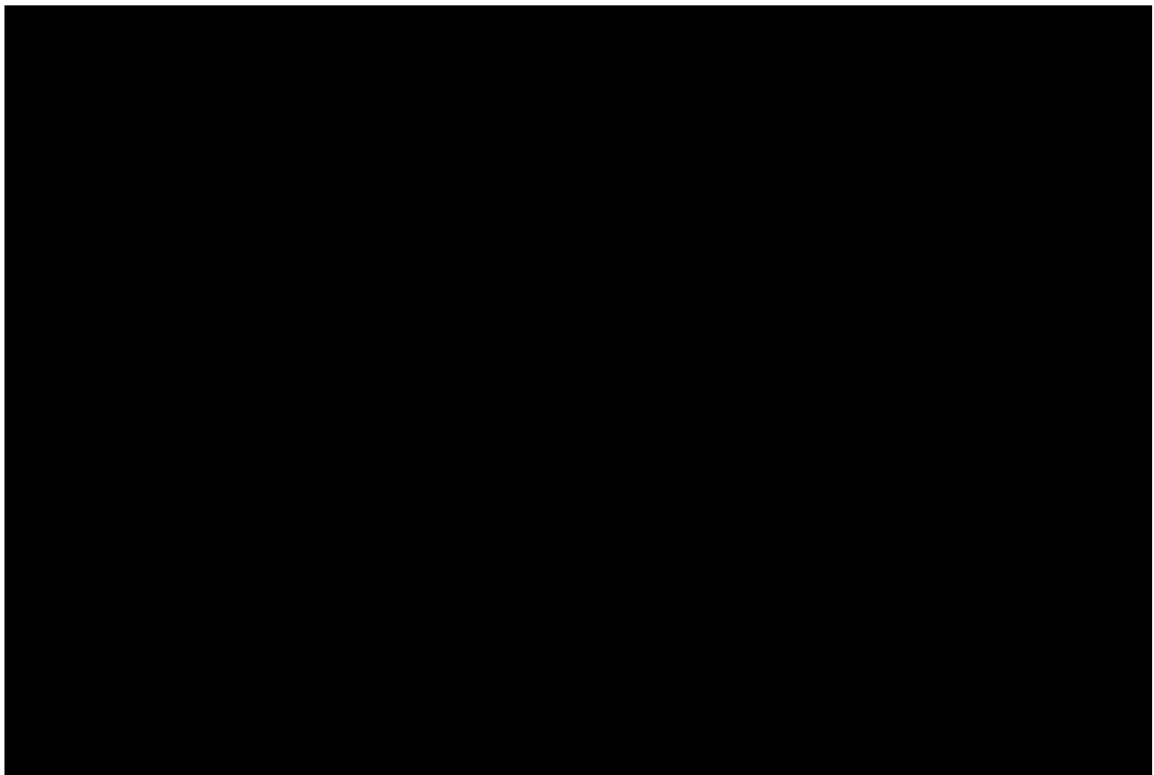
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3. <u>PDP-8 Interface Simulator</u> - The Interface Simulator System consists of an integral DEC PDP-8 computer and other instruments necessary to simulate a standard communications interface. This simulator is used to thoroughly and accurately evaluate new communications systems. The PDP-8 computer will be used indefinitely.

IN FY-1969, a 4-K memory stack and a 4-track magnetic tape deck were added to the PDP-8 Simulator System which has increased the value to approximately $35,000 (from $18,000). The memory and magnetic tape were added primarily to minimize program assembly and loading time and add long term program storage capability. A secondary benefit derived from the additional hardware is simultaneous real-time use of Fortran mathematical and equipment evaluation programs which will greatly decrease equipment evaluation time.

The Office of Communications produces Signal Plans and Frequency Propagation Predictions in support of clandestine and staff communications. Signal Plans provide radio-equipped agents with a time/frequency schedule which allows them to communicate with an Agency base station. Frequency Propagation Predictions provide data on radio circuits and the selection of the most suitable frequency for use between specific locations. OC has, since 1962, used computer facilities to produce stock material used in compiling these communication aids. The programs, processed by OCS unless otherwise noted are identified and described below:

25X1C

Next 2 Page(s) In Document Exempt

OC has a continuing requirement for mathematical modeling to determine optimum configurations for rhombic antenna arrays necessary in long range point-to-point transmissions. Each of the programs identified are processed by OCS:

RANTOP   (Rhombic Antenna Pattern Horizontal Gain Optimization) is used to determine the optimum geometry measurements needed to arrive at maximum horizontal gain and elevation angle for rhombic antenna use over a specific frequency range. Using these figure values and input performance characteristics, RANTOP computes and plots the horizontal, vertical, or total gain pattern.

RANT   (Rhombic Antenna Pattern Program) computes horizontal, vertical, and/or total gain patterns from specific geometry and performance characteristics. Gain is determined in both numerical and plotted form as a function of the primary stepped variable (usually the frequency or take-off angle).

SMITHWICK   The Environmental Science and Services Administration (ESSA) program which supplies Frequency Propagation Predictions for VHF circuit paths is used for calculating signal strengths, path losses, power budgets, and VHF path reliabilities.

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The Office of Communications is responsible for analysis and processing of certain raw intelligence data. In connection with this,   25X1D
there are four special applications programs ████████████████████
25X1D   ██████ which are run on the OCS ██████████

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The OCS programs have had minimal use during the past few years. The programs will be left with OCS, although only occasional use is anticipated.

In addition to OCS support, computer assisted signal analysis is provided by ORD. The requirement for ORD support in this field is a continuing one, but is not large in volume due to the developmental nature.

Other than specific communications-oriented systems (MAX, ACT, etc.), the SIPS project (Support Information Processing System) is the only ADP program which will have a significant and increasing impact on the Office of Communications workload. Within the framework of SIPS objectives and goals, the OC program requirement includes:

1. Support the transfer of information via electrical means through utilization of the existing narrative communications whenever feasible and practical.

2. Select, procure, install and maintain cryptographic and ancillary devices used for protection of information being transmitted outside of the existing narrative system.

3. Select and procure the additional equipment and circuitry necessary to support SIPS.

4. Provide switching service (design, installation and operation of switching and patching equipment) as necessary.

5. Determine the technical or emanations security hazards and recommend required safeguards for SIPS user terminals (44 within CONUS and 1 tentatively planned for overseas) and equipment.

6. Provide procedural guidance relative to the communications format of SIPS information transmitted via the narrative system.

7. Maintain accountability for SIPS information while in the communications system.

8. Provide specialized training in communications equipment operation to user operation (to be done at ████████   25X1A

Funds estimates are based upon the following costs for SIPS terminal communications equipment:

TERMINAL CATEGORY	CATEGORY DEFINITION	CATEGORY COST
Class I	Headquarters Building Terminals	████████
Class II	Terminal within 25-mile radius of Headquarters connected to Headquarters	

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Class III   Terminal between 25 and 3000 mile

radius of Headquarters, connected

to Headquarters

Class IV   Overseas terminal connected to

Headquarters

The recurring annual costs for the leasing of circuitry, mo

and line conditioning are as follows:

    a.   Class I . . . .

    b.   Class II. . . . .

    c.   Class III . . . .

25X1A   d.   Class IV. . . . .

Spare cryptoequipment █████████ will be required and purchased on

a basis of one spare for each four installed units. Total cost will be

25X1A ██████████████████ The spares will be acquired to coincide with

installation schedules.

25X1A ██████████████████████████ will be purchased to coin-

cide with the installation schedule.

The above cost factors result in the following cost estimates:

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OFFICE OF LOGISTICS

Application Name

EPIC   Electronic Processing of Intelligence Composition

User

Office of Logistics, Printing Services Division

Description

EPIC is a computer-assisted photocomposition effort that produces
a variety of Agency publications. An outstanding feature of EPIC
is customer preparation of paper tapes containing the text to be
printed. Approximately 50 percent of the National Intelligence
Surveys (NIS) are received on customer provided tapes. Contribu-
tors originating 70 percent of NIS text now have tape-producing
capability.

Benefits

Potential benefits of the system are not yet realized because of
prolonged problems in software and tape conversion.

Processor

OCS

Current Status

After a shutdown of 12 weeks due to software problems, the system is
now getting back into operation. The debugging of the new Phase 1 is
estimated at 90 percent complete.

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Future Plans

EPIC will absorb additional printing responsibilities as offices acquire tape-producing capability or terminals. The percentage of NIS contributors providing tapes will increase and ▇▇▇ may STATSPEC provide input to EPIC as a byproduct of their automated editing system.

A continuing study is being made of the state of the art of computerized typesetting. New software and hardware will be evaluated with a view toward improvement and expansion of the Agency system.

Concurrent with this effort, the Agency's long-range printing requirements are constantly being reviewed to insure adequacy of planning.

Programs will soon be written to permit use of the newly acquired 713/20 photocomposer in the EPIC system. This will increase casting speed by a factor of 4X.

Printing Services Division has planned in the FY 71-75 time period for linkage of contributors, the Office of Computer Services, and Printing Services Division through remote terminals, provided adequate justification then exists for this expansion of the system.

Considerable retraining of Printing Services Division personnel from "hot metal" composition to "cold type" composition is foreseen.

Future Plans (cont'd)

There is a reasonable probability that additional manpower resources will be required if PSD assumes the total responsibility for EPIC or as new equipment increases the production capability and greater workloads are taken on.

Application Name

CRAMS   Computerized Report of Agency Metropolitan Space

User

Office of Logistics, Logistics Services Division

Objective

Provide information for the control of Agency occupied space in the
Washington metropolitan area.

Description

This application produces monthly reports on the amount and type of
space, personnel occupancy, and utilization ratios for each second-
level component. Reports are prepared for total space as well as by
individual buildings.

Benefits

Provides current information concerning the amount of space occupied
and the utilization of space. The application aids in identifying
areas which might be utilized more effectively. Provides personnel
occupancy figures for each building.

Processor

OCS

Current Status

CRAMS is a modular application and is operational.

SECRET

SECRET

Future Plans

The Office of Logistics will continue to refine CRAMS. CRAMS may
be incorporated into SIPS at some future time. OL will continue
its examination of other operations to determine where additional
subsystems might contribute to efficiency and effectiveness.

Application Name

REPMAN   Real Property Management

User

Office of Logistics, Real Estate and Construction Division

Objective

To provide a worldwide inventory of Agency real property

Description

This application produces quarterly reports for each station outside
Metropolitan Washington. A summary report listing the number of
properties, space, acreage and costs is prepared for each area div-
ision.

Benefits

Provides current information on real property, both foreign and
domestic. Such information is essential in managing the real
property assets of the Agency.

Processor

ORD

Current Status

REPMAN is a modular application and is operational. An IBM Model
029 keypunch has been acquired to prepare the input for this mod-
ule. The rental cost is being absorbed by the Office of Logistics,
Real Estate and Construction Division.

SECRET

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Future Plans

The Office of Logistics will continue to refine the worldwide real

property reporting system. REPMAN may be incorporated into SIPS

at some future time.

Future Plans and Projections in Information Processing

The Office of Logistics continues to maintain vital interest in the SIPS project and guarantees continued cooperation and assistance in systems design and implementation.

EPIC is a vital concern, the goal being to extend system utilization to as many Agency printing operations as possible in order to increase production capability and to reduce throughput time and unit costs. Continuing ADP support will be required for:

1. Computer processing of Printing Services Division work;

2. Program maintenance;

3. Software development for additional computerized typesetting applications;

4. Program conversion to the IBM 360/67.

Recently, a pre-edit program has been developed with the intent that it will enable OCS to detect and eliminate errors which now cause processing failures. Value of the program will not be known until it is debugged and used in a production situation.

STATSPEC

STATSPEC   Long-range plans include evaluating the potential for upgrading printing services to ███ by utilizing tapes generated as a byproduct of the ███ automated editing process if and when such a system is adopted. Such tapes could be used to produce textual pages on a phototypesetting device.

The Office of Logistics also plans to explore development of I/O sub-

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systems which will electronically link customers, OCS and PSD, and thereby eliminate slower methods of text transmission and processing. Development of this plan requires extensive PSD training in EPIC methods.

No additional manpower requirements have been identified.

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OFFICE OF SECURITY

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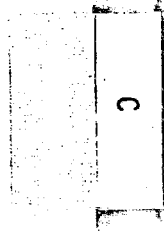
OFFICE OF SECURITY

DEVELOPMENTAL INFORMATION SYSTEMS

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Application Name

CENBAD   Central Badge and Credential System

User

Office of Security   NPIC

Office of Personnel, Central Processing   White House Security

Central Cover Staff   25X1A

Objective

1. Quick response to requests for badging and credentials.

2. Eliminate duplication of effort and information redundancy.

3. Provide automatic records purge when all accountabilities
    are satisfied.

4. Statistical reporting on numbers and kinds of documentation
    held by individual employees, employee groups, and non-Agency
    personnel.

Description

CENBAD covers the policy and regulatory issuances concerned with
Agency control of selected documentation and property. It will
provide centralized control over various credentials. At this
time, the system is limited to four offices (OS, OP, CCS, NPIC),
but it could be expanded to include all other credential-issuing
components. Such inclusion may lead to a Central Documentation
Center.

Benefits

Strict control over sensitive documentation

SECRET

Benefits (cont'd)

Rapid access to complete individual documentation records

Automatic advance notification of expiration date (s)

Documentation/credentials consistency

Processor

OCS

Current Status

CENBAD is under development as part of the SIPS project.

It is now in the data collection stage.

Future Plans

At least partial integration with the Central Emergency Locator

System (CEMLOC).

Approved For Release 2001/07/12 : CIA-RDP78-04723A000100110001-3

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OFFICE OF SECURITY

OPERATIONAL INFORMATION SYSTEMS

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Application Name

ASPIC   Special Intelligence Security Staff Index

User

Special Intelligence Staff

Objective

SI clearance control for the Agency SIGINT officer

Description

ASPIC is maintained and used by SISS to control visitor access to the Special Center and/or insuring the operational and physical security of SI material. ASPIC does duplicate a significant portion of SPECLE, but the two systems differ in their objectives.

Benefits

Significant reduction in telephone usage (1350 a month now) and manual search/response time.

Records consolidation resulting in space savings.

Processor

OCS

Current Status

The Office of Security has proposed that ASPIC be eliminated and redesigned as an integral part of SPECLE. Feasibility analysis is being accomplished by the SIPS Task Force.

SECRET

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Future Plans

ASPIC elimination is dependent upon the approval to install remote

terminal devices as part of SPECLE.

Manpower savings from the elimination of the ASPIC system will not

result in a saving for the Office of Security, but may reflect one

for the Office of Computer Services which now supports this DDI

system with Key-punch and computer processing services.

Application Name

SEADORS   Security Automated Dossier Retirement System

User

Office of Security, Security Records and Communication Division

Objective

Provide accounting and control over retired and permanently
charged security files.

Description

SEADORS is a separately maintained, numerically sequenced (by file
number) system which is accessed by the SANCA system at the com-
pletion of each search cycle.

Benefit

Automatically provides file location data to OS components using
the SANCA system, and through machine produced listings supports
manual searches in the same manner. A copy of the master file
(over 200,000 records) is kept at the OS Vital Records Repository.

Processor

OCS

Current Status

SEADORS is operational. Recently reprogrammed in Assembly Langu-
age Coding (ALC), it now prints reports of permanently charged
files on an office-by-office basis in file number sequence or sub-

ject name sequence. It also provides listings of retired files in

file number sequence reflecting Job Number and Box Number locations

at the Records Center. SEADORS uses the SANCA file as its source.

Future Plans

None stated.

Application Name

SAFCOM   Safe Combinations

User

Office of Security, Physical Security Division

Objective

Provide a non-duplicative listing of safe combinations

Description

Program generates random numbers which OS/PSD uses to change safe combinations. Use of this program precludes a pattern of various combinations.

Benefits

Better physical security. Computer processing supplied 100,000 combinations within select number groupings. The number and variety of selection was impossible under previous methods.

Processor

OCS

Current Status

Operational

Future Plans

None identified

Personnel

None

SECRET

Application Name

SPECLE   Special Clearances

User

OFFICE OF SECURITY, COMPARTMENTED INFORMATION BRANCH, maintained as
a "service of common concern" primarily for the USIB community.

Objective

Provide control over and listings of individual compartmented clear-
ances issued to personnel in government and industry.

Description

Following any change in status of a compartmented clearance, a pun-
ched card entry is made to a centralized magnetic disc storage which
is indexed sequentially by organization and name. The system is up-
dated every other day. Compartmented Clearance listings can be sat-
isfied within 24 hours.

Benefits

Provides compliance with PFIAB directive requiring that compartmen-
ted clearances be centrally controlled and readily accessable to
the entire Intelligence Community. The automation of this system
allows OS to maintain these records with a minimum of clerical as-
sistance.

Processor

OCS

Current Status

SPECLE is operational from the standpoint that it is an existing automated system; it is developmental from the standpoint of on-going modernization and update. Systems Analysis and design is being done by the SIPS Task Force based on an analysis and study accomplished by OS/SR&CD.

Future Plans

SPECLE will be modernized, reprogrammed, and placed on-line as a service of common concern to selected intra-agency users. Present target time is Fall, 1969.

A fully automated SPECLE (Special Clearance) index is planned, equipped with IBM 2260 remote access terminals, which will not only improve the service provided by the Compartmented Information Branch (CIB) to the Agency and the intelligence community, but, if extended to other offices such as the Special Intelligence Security Staff (SISS) and the Security Duty Office, would offer the opportunity to completely eliminate the Automated Special Intelligence Clearance (ASPIC) system of record keeping (a duplicate record of SI clearances listed in SPECLE).

Application Name

CAPER   Case Processing Evaluation Report System

User

Office of Security

Objective

Eliminate duplication in recording case control status;

Provide for a data exchange facility between other OS files as

well as files of other DDS components;

Eliminate the manual effort and control of a master file prepar-

atory to processing monthly reports.

Description

CAPER is designed to provide the Office of Security with statistics

and listings needed for control of, and reporting on the processing

of security clearances for selected overt personnel.

Benefits

Provides for rapid determination of the status of cases during any

phase of investigation or reinvestigation; Automatically highlights

problem cases and critical areas requiring management attention; In-

creased accuracy through elimination of duplication/redundancy,

faster turnaround.

Processor

OCS

Current Status

CAPER is an operational system in which punch cards prepared by
O/SEC are converted to magnetic tape twice a month by OCS. Mag-
netic tape is then used as input to the CAPER program, stored on
disc, to produce required reports and listings.
CAPER is being revised by the SIPS Task Force.

Future Plans

Redesign the CAPER system to meet current objectives and to achieve
a higher degree of systems integration.

SECRET

Application Name

SANCA   Security Automated Name Check Activity

User

Office of Security

Objective

Continued development of a computerized name check system that will enable the fast, efficient, and thorough completion of name check requirements.

Benefits

Reduction in space requirements, greater accuracy and consistency of record maintenance and search. Simplification of maintenance and updating procedures has been accomplished. The system permits OS to handle increased workloads without an increase of personnel or space. A copy of the Security Index can now be kept at the Vital Records Repository.

Processor

OCS

Current Status

SANCA is an operational remote random access system handling approx-   25X1A
imately two million records. Approximately ███ name check requests
are processed daily and an average of ███ records are processed for   25X1A
update each night. Certain of the ███ requests are received over   25X1A

████████████████████████████████████

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Future Plans

The storage media for SANCA was recently changed from magnetic tape
to Data Cell. This change has required modification of the updating
and searching procedures.

The prospects for using microfilmed copy of the SANCA file are being
explored. This copy would provide backup to the DD/P computer file which
has a magnetic tape-to-microfilm converter and sufficient time available
to service SANCA requirements.

Exploratory efforts toward possible utilization of the DDP Name Group-
ing Tables is also underway. These tables provide a capability for automat-
ically varying surnames. (SMITH, SMYTH, SCHMIDT, etc.)

SECRET

Application Name

25X1A   CIA - ██████████ Data Exchange System

User

Office of Security

Records Integration Division (CS)

Objective

To provide National Agency Check search requirements in machine

language and the eventual use of a common or standard machine

language and format for conducting such checks. Eventually,

direct computer-to-computer communication will result in the

"No Record" National Agency Checks being handled automatically.

Description

A data communications link between the Security Records and Com-
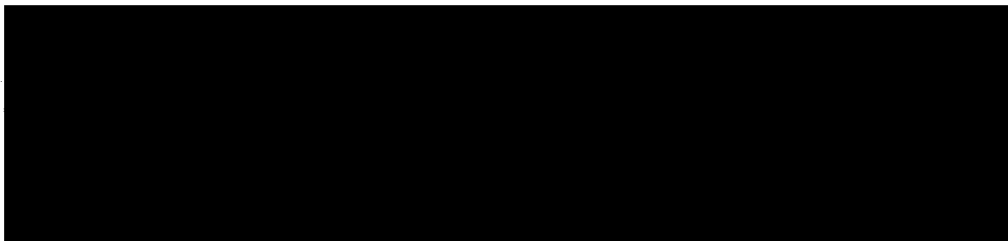
██   25X1A
██
██
██
██

Benefit

Provision of a pilot model program designed to enable efficient

computer name check systems with machine language input prepared

by the originator of the request.

Processor

Office of Security, SR&CD

Current Status

The system is still considered experimental; however, it has been functioning on a fully operational basis since mid-May 1969.

Future Plans

Revisions of the system will be made in accordance with requirements. The system will not realize its full potential until ███████████ 25X1A become fully automated; this automation is planned during FY 1970.

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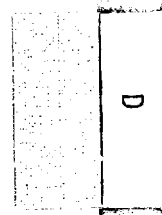
OFFICE OF FINANCE

Application Name

CIARDS CIA Retirement and Disability System

User

Office of Personnel

Office of Finance

Objective

Maximum effective administration and management of a special retire-
ment system which is applicable only to CIA.

System objectives are quite similar to the Civil Service objectives.

Description

CIARDS includes the Master Record and the Actuarial System functions.
Selected data on each participant (active, retired, or survivor) is
perpetually maintained in the Master File, and is accessible for daily
management needs. The Master provides the actuarial valuation data
base. The actuarial system provides a capability for production of
actuarial tabulations and projections.

Benefits

Personnel are legally permitted to retire at earlier age if they meet
specified requirements. More accurate actuarial studies by virtue of
computerized processing. Better "normal costs" projections help re-
duce possible deficits. Increased efficiency in statutory record-
keeping requirement.

Processor

OCS

Present Status

Operational. General Ledger Financial records are maintained manually. Programs have been written for the actuarial studies. The CIARDS target date, October 1969, will be met.

Future Plans

CIARDS is secondary to the payroll. Integrations into systems developed by the Task Force will occur after Calender 1971.

TAB

.OFFICE OF MEDICAL SERVICES

The Office of Medical Services has a stated need for a full-time
ADP Systems Analyst (GS-13) in FY 1971 if they are to meet the FY 1972-
73 target date for medical records conversion to a computer-based sys-
tem. In addition, they require a clerk-stenographer (GS-5) in FY 1972
and a programmer/analyst (GS-11) by 1973. All three of these persons
will devote their efforts to automation of extensive clinical data, and
of the entire OMS medical administrative processing system.

TAB

OFFICE OF PERSONNEL

Application Name

PERCON   Contract Personnel Accounting System

User

Office of Personnel

Objective

All-source consolidation of contract personnel information (assign-
ment data, pay, allowances, benefits, etc., contractual terms,
cover, etc. This system is directly related to the BALPA program,
and is designed to provide management information on manpower con-
trols which has not been previously available.

Description

PERCON is a transaction-oriented system based on inputs from various
offices. Data is coded in a defined format according to a recently
developed reference dictionary. Input is accomplished in batch mode.
The Master File is updated weekly and used to produce PERCON status
reports, personnel actions, selected listings and OP transaction
registers.

Benefits

Accurate statistical studies resulting from a consolidated data base
provide numbers of and dollar cost of contract personnel. Faster re-
sponse time and the ability to review any single case or groups of
cases.

Processor

OCS

Present Status

PERCON is operational to the extent that data is being collected and stored. Report generation is only partially operational responding to immediate needs, because complete programming is deferred until larger parts of the Human Resources system are ready for programming.

Future Plans

PERCON is considered as part of the overall SIPS project. It will be integrated, into larger manpower control system.

The Office of Personnel intends to extend the program of personnel management reporting based on variance from planning or historical norms in order to furnish management with comparative and trend data required to manage the intake, flow, and separation of Agency personnel on a timely basis.

Manpower analysis and personnel forecasting techniques will be extended to establish models, optimum time and grade curves for management of 'onboard' resources related to requirements for new personnel and to retirement forecasts.

The variance reporting techniques will be extended to other personnel management areas, and the capability will be developed, as SIPS progresses, for quick production of studies as manpower situations are identified.

The Qualifications Inventory will be current by June 1970, and the Director of Personnel will arrange to include "D" careerists' CIA work experience if the DD/P agrees to authorize this inclusion.

OP will maintain an Agency-wide information/control mechanism for non-staff personnel. The non-staff inventory is nearly completed. Field personnel contract authority will be modified to ensure timely reporting of all basic information to headquarters. Three positions (GS-9,7, and 5) will be required to code input data and maintain the inventory.

TAB

OFFICE OF TRAINING

The Office of Training is the smallest of the DDS ADP users, and will probably remain so during the FY 71-75 planning period. The anticipated OTR ADP use pattern may be summarized as follows:

A. The nine runs now regularly provided are a continuing requirement though they may be modified and/or extended to change format or add new information.

B. Three remote I/O terminals are anticipated. These would be principally involved in the proposed Language Testing (LANGAT) and Training Registration (TRAREG) programs in the Metropolitan area, and the third would be installed at █████████ to permit long- distance query for detailed student data. OTR assumes that terminal expense will be charged to some other office.

25X1A

C. There is a possibility of requesting computerized listings of large files of instructional doctrine papers concerned with operations training. Other data such as films, video tapes, taped debriefings, etc. could also be included. The same basic system could be extended to the Intelligence School and to OTR's library.

D. ADP output on individual sheets is desired to replace some 7-8,000 non-narrative individual "end of course" reports.

E. Computer Assisted Instruction (CAI) appears to have considerable potential. It is possible that machine time and programming support could be required for CAI late in the planning period.

F. The need for consultant advice from SIPS and from SSS will re-
main critical if OTR is to provide information and statistics in an
accurate, timely, and meaningful manner.

G. OTR has no apparent requirement for additional funds in the
information processing field.

TAB

APPENDIX

H

SECRET

The following pages are charts showing:

1. A FY 67 to 69 summary of costs for information processing activities in the Support Directorate. They do not include costs in the Office of Computer Services.

2. Projected manpower requirements identified by the Offices (exclusive of the Support Services Staff) in the FY 71-75 planning period.

3. An inventory of data processing equipment in the Office of Communications.

4. An inventory of data processing equipment in Support Offices other than the Office of Communications.

5. An inventory of data processing-related equipment in offices other than the Office of Communications.

6. A summary of manpower and costs for FY 67-69 is expressed in manyears and dollars.

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Next 7 Page(s) In Document Exempt